

Bookkeeper

Kalamazoo Valley Habitat for Humanity seeks experienced Bookkeeper responsible for A/P, A/R, audits, grant compliance & reporting, budgets. etc. Must be a self-starter and with excellent math, problem-solving. and communication skills. Experience with Microsoft Office and QuickBooks. Accounting degree and/or equivalent work experience required. Experience in non-profit desirable.

Part-time position up to 16 hours a week; flexible schedule.

To apply, please send a cover letter with salary requirements, resume, and references by April 15th to: tcCook@habitatKalamazoo.org No phone calls. EOE.